



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE SUPPLIES FOR 3RD-4TH QUARTER (SAP)

Purchase Request No. 2024-06-1317
Approved Budget for the Contract: P=634,600.00


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies for 3rd-4th Quarter (SAP)** to apply the sum of **Six Hundred Thirty Four Thousand and Six Hundred Pesos Only (P= 634,600.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
400	pack	Glossy Photo Sticker Paper - A4
200	bot	003 Ink BK
200	bot	003 Ink CY
200	bot	003 Ink MG
200	bot	003 Ink YL
500	roll	Scotch Tape 1" white transparent
300	roll	Scotch Tape 2" white transparent
400	pcs	Signpen Gel Pen 0.7 Black G2
400	pcs	Signpen Gel Pen 0.7 Blue G2
200	box	2 Ply Carbonless Continuous Form Paper 1 Half 60gsm 500 sheets 500 sets 9.5in x 5.5in
100	pack	Report Cover Folder Expanding 25/pack - Legal
200	pack	Stapler HD-50R with Remover Original
500	pack	Specialty Paper A4 Cream
500	pcs	Expanding Plastic Envelope with Handle - Legal
300	pcs	Glue (Stick Type) 22gsm
300	box	Staple Wire #35

1. The quotation must be submitted (can also be send thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2nd Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : slsuprourement@slsu.edu.ph

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. Southern Luzon State University SLSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.


MARIDEL C. ZABELLA
Head, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-6519

